



Special Event & Amplified Sound Permit

Issued by the City of Springfield, MO

Springfield Elks Charity Car, Truck and Bike Show

Approved event scheduled for:

Date: July 24, 2021
Time: 8:00 a.m. – 3:00 p.m.
Location: Elks Lodge #409
2223 E Bennett Street

Est. Attendance: 300

Approved by

Sharon Spain

Special Event Permit Coordinator

Date Approved:

6/24/21

CONDITIONS:

- Non-profit solicitation license must be obtained prior to the event date.
- Fire Lanes must be maintained in the event area.
- An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Division Chief Jeffrey Prior, Bureau of Fire Prevention, at 417-874-2340 or by email at jprior@springfieldmo.gov)

This is a permit only and is not an endorsement of the scheduled event.

Spain, Sharon

From: noreply@civicplus.com
Sent: Monday, June 21, 2021 3:29 PM
To: Spain, Sharon
Subject: Online Form Submittal: Special Event Permit Application

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Special Event Permit Application

City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart. Not Required

Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces. Not Required

Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion? No

Organization Name Springfield Elks BPOE Lodge #409

Address	2223 E Bennett St
Contact Name	Julie Adkins
E-mail Address	julie@adkinsinsuranceagency.com
Home or Desk Phone	417-883-4343
Cell Phone	417-844-4633
Fax	<i>Field not completed.</i>
Second Contact Person	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>

Event Information

Event Name	Springfield Elks Charity Car, Truck and Bike Show
Event Description	Other
Please upload 501(c)(3) documentation if required.	<i>Field not completed.</i>
If you checked Other above, please describe.	Annual Car Show
Event Date(s)	07-24-2021
Alternate Event Date(s)	none
Event Location	Private Property (Please indicate address below)

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)
Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street E Bennett

Event Address & Zip 2223 E Bennett St, 65804

Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event? Yes

Organization benefiting Mt Vernon Veterans home, Boy Scouts, 200 food baskets via
from proceeds Crosslines,

% of proceeds being 100
donated

Is this a first-time event? No

If no, what was the last year 2020
the event was held?

Please list any variations *Field not completed.*
from the last year the event
was held.

Event Operations

Event Set Up Starts: 7/24/2021 7:00 AM

Event Set Up Complete By: 7/24/2021 8:30 AM

Event Start: 7/24/2021 8:00 AM

Event Close: 7/24/2021 3:00 PM

Event Teardown Starts: 7/24/2021 3:00 PM

Event Teardown Complete 7/24/2021 4:00 PM
By:

Estimated Attendance Per Day	300
Will this event be open to the public?	Yes
Will you be charging admission?	No
Will you be accepting donations?	Yes
Are you wanting to close a City street for your event?	No
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	None, only using the lodge's private property. No city property will be involved in our event. Using our building restrooms. No live music, only a PA system for music and announcements.
From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>
Upload Event Route	<i>Field not completed.</i>
Food will be	Served, Prepared
How will food be prepared?	LP gas grill
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	None
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Will more than one food vendor be serving food at the event?	No
Will electricity be provided to the food vendors?	No
Will alcoholic beverages be available at your event?	Yes
Alcoholic beverages will be	Sold by the drink

What type of alcoholic beverages?	Beer
Please provide the address at which alcohol will be sold, given away and/or consumed.	2223 E Bennett St, Springfield, MO 65804
Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri.	Springfield Elks Lodge BPOE #409
Alcohol Will Be Served From:	7/24/2021 11:00 AM
To:	7/24/2021 3:00 PM

City of Springfield Noise Standards

(a) Maximum noise level. No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) Sound level standards. The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) Variations and exemptions. 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live entertainment, music or amplified sound at your event?	Yes
If so, will stages be built?	No
How many?	<i>Field not completed.</i>
Performances will start	<i>Field not completed.</i>
and conclude	<i>Field not completed.</i>
Will tents be erected for your event?	No

If you checked Yes, [click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical wiring be installed for the event? No

How will you get electricity to your event? Utility power

Will access to water be required for the event? No

Will restroom facilities be required for the event? No

Have you arranged for security at your event? No

If so, who will be providing security? Please provide Organization, Address and Phone. *Field not completed.*

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services. Call 911

Describe your plans for event trash removal, as well as any organizations or persons directly involved with this aspect of the event. Elks Lodge has their own resources

Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event. 2 Elks Lodge members cooking and serving Hamburgers and Hot Dogs.

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP I agree

INSURANCE *Field not completed.*

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to “third party” users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

[Read more about TULIP and how to get a policy.](#)

UPLOAD Certificate of Insurance *Field not completed.*

INDEMNITY I agree

CITY CODES/PERMITS I agree

CONDUCT/NUISANCES I agree

UPLOAD Event Site Map or Sketch here. *Field not completed.*

Signature *Field not completed.*

First Name Julie

Middle Initial A

Last Name Adkins

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)